PROMOTION PROJECT - JAP - POINTS OF AGREEMENT

1. Promotions should be handled through panels which generally should be:

    a. Of greater number than are now extant.

    b. Manned by employees on a rotating basis.

    c. Responsible for promotions of only a two grade spread.

2. The necessity of promotion recommendations should be eliminated in lieu of complete Fitness Reports and published criteria.

3. Promotion rankings should contain "potential" categories as well as "promotion" categories. One such system which seems to have merit is a combination alpha and numeric ranking system defined as follows:

A=promotible now	1=real comer
B=promotible later	2=average potential
C=peaked, but dependable	3=little potential
D=marginal performers	4=no potential

The use of this type of categorizing device makes your rankings more versatile and useful in terms of training and career devlopment. It also eliminates alot of useless ranking because you can just ignore categories C and D for promotion rankings.

4. Career Services should develop "career ladders" for advancement and publish them.

5. Panels should invite unknown careerists for interviews.

6. Written evaluation criteria should be developed and published.

7. Brief summaries should be prepared for the CMO's use explaining why individuals are placed in certain categories according to the criteria yardstick. These can be used for counselling.

8. Provision should be made for a limited number of two-grade promotions to be granted solely on the basis of merit.

Organization of Paper on Agency Promotion Policy

We have planned to develop the finished product
using as a basis the following general outline:

B. Examine policy as it now exists.

    a. Through interviews with a cross section
    of Agency Personnel Chiefs

    b. Review of Agency Regulations

I. Report on above findings

    II. Discussion of Pros and Cons of above findings

    III. Development of Ideal Situations which we think
    are useful for implementation

    IV. Examination of Civil Service Policy

    V. Recommendations